

RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Michael Poehlman /s/		
Approving Deputy Chief:		
General Order No: E-320-05	Issued: December 11, 2007	Supersedes: 4/340.000, 4/771.000, 4/772.000
General Order Title: TRAVEL TRAINING REQUESTS, COURSE REQUIREMENTS, AND LESSON PLANS		

POLICY

The professional standards of the Reno Police Department are maintained through established guidelines for planning, developing, and reviewing training courses. Administrative procedures have also been established for evaluation of internal and external training courses, guidance in the selection of personnel to attend courses, and maintenance of a data base to document attendance at trainings. Guidelines and procedures for travel for training or other work-related purposes follow the City of Reno's Travel Management Policy.

TRAVEL PROCEDURES

Training/Travel Request Form

The information below refers to non-POST-required trainings. Additionally, all trainings must be coordinated through the City's Office of Organizational Effectiveness.

The Training/Travel Request form will be submitted by the employee, through their immediate supervisor, to the employee's Division Deputy Chief. Training/Travel Request Forms are then approved based on a designation as Level 1, Level 2, or Level 3. Travel/Training forms can be found in the "forms" section from the main page of the Core website. Employees should refer to these forms for detailed descriptions of the levels and procedures for making the request.

Travel for Investigative Purposes

Travel for investigative purposes may be authorized immediately at the Division level. Travel for investigative purposes may utilize investigative funds, city credit card and active blanket purchase processes. All such travel is subject to this order for reimbursement and travel expense report procedures. Overtime for investigative travel will be authorized by the appropriate chain of command.

Training/Travel Request Form Timeline and Attached Documents

The Training/Travel Request form must be completed a minimum of 45 days prior to departure for all travel for training or other work-related purposes not of an investigative nature. All Travel/Training Requests must be approved prior to the departure date. The following documentation must accompany the Travel/Training Request form:

- An announcement, flyer, or brochure describing the conference topic, instructors, lodging, and agenda;
- A registration form detailing cost, dates, location, and contact number for the training;
- A memo that justifies the need for the training, travel, and associated expenses. The memo must include information about the travel itinerary and hotel accommodations. The memo will include anticipated work schedule hours associated with the travel and supervisory recommendations for duty hours. Overtime is not authorized for travel barring exigent circumstances. Schedules will be arranged prior to any travel being approved; and/or
- A Forfeiture Request form, completed and signed by the Administrative Deputy Chief, if the training is being funded by forfeiture funds.

Determination of Travel Status

Travel status relates to employees traveling to other cities for the purpose of training or on special assignment. An employee is considered to be entering travel status when they leave their work station, or their home, if so authorized, and continues until they reach the geographical location of the training or approved work assignment. Travel status ends when an employee could reasonably be expected to return to their work station or to their home after the training or work assignment ends. Normal time spent commuting to and from work, including training at locations other than the police department, will not be considered in determining travel status.

Mode of Transportation

Employees are responsible for arranging their own transportation. The most cost-effective mode of travel should be chosen from among one of the following modes of transportation:

City Vehicle – A City vehicle will be used for travel when practical. A credit card will be issued to cover the cost of gasoline, oil, and other vehicle expenses.

Commercial Airline – Coach class or the equivalent is to be used when traveling by commercial airline. If an employee decides to change flight status due to personal preference, the employee will be responsible for any additional fees. Airline tickets purchased and not used must be turned into the Fiscal Affairs Manager upon cancellation of the trip.

Car Rental – Rental vehicles are only authorized with prior approval. Justification must be documented in the memo attached to the Travel/Training Request. Rental vehicles are not to be used for recreational purposes.

Employees authorized to use a rental car must purchase additional liability and collision insurance unless the credit card used for the rental expressly provides this coverage. Only a

full-sized sedan or smaller model may be requested. Employees will be held responsible for the additional cost of a luxury vehicle.

Employees should obtain and use a City of Reno gas credit card when driving an approved rental vehicle.

Private Vehicle – Use of a private vehicle is not authorized, unless prior approval of a Deputy Chief is obtained. Reimbursement will be at the discretion of the Chief of Police. If a private vehicle is used, the reimbursement rate will be at the current authorized amount per mile (a mileage log will be kept), and will not exceed the amount of the least expensive mode of travel. Mileage logs are to be submitted within ten (10) days of travel, or monthly, if the employee's private vehicle is authorized for frequent use.

The employee's personal vehicle insurance is the primary insurance when the employee's vehicle is authorized for department use.

Accommodations

Lodging at Event Site/Conference Hotel

Department heads or their designees may approve lodging expenses at the event site/conference hotel as outlined in the City Management Policies and Procedures Manual. Rates must be published on the brochure, registration form, announcement, etc. accompanying the travel request form. Exceptions to the published rates may be approved in advance by the City Manager.

Lodging at Hotels Other Than the Designated Event Site/Conference Hotel

Department heads or their designees may approve lodging expenses at locations other than the designated event site/conference hotel based on the rates published in the City Management Policies and Procedures Manual.

Approval for Lodging Expenses in Excess of Above Amounts

The City Manager must approve all lodging expenses in excess of the published amounts. Written justification for the additional cost must be submitted, along with the request for travel form, to the City Manager for approval. The City will not be responsible for excess lodging costs if City Manager approval has not been obtained prior to incurring the additional expenses.

Cost-Conscious Lodging Expenses

Employees should stay at event-site hotels to minimize cost of other travel expenses. In all other cases, choice of lodging must be cost-conscious. Employees must actively seek the lowest rate a hotel offers, usually the government rate. Lodging should not exceed the current authorized amount per person, per day, based on single occupancy.

Employees are responsible for making their own arrangements and must attach itemized

receipts to the Travel Expense Report.

Meals

Employees in travel status for 24 hours to destinations outside the Washoe County and Carson City areas will receive a per diem for meals. Employees in travel status for less than 24 hours will receive per diem for breakfast if travel status begins prior to 7:00 a.m.; for lunch if travel status is entered between 11:00 a.m. and 1:00 p.m. inclusive.; and for dinner if travel status ends after 7:00 p.m. Reimbursement is not available for any meals which are included in registration fees, in the cost of airfare paid for by the Department, or for meals within the Washoe County and Carson City areas, unless otherwise approved by the City Manager or his designee.

Per diem shall be paid at the rate currently set by the City of Reno Management Policies and Procedures Manual.

Telephone Calls

During a trip, business calls will be reimbursed if itemized on the Travel Expense Report or when included on a hotel bill; personal calls will not be reimbursed.

Other Expenses

Other reimbursable expenses include bus or taxi fare, shuttle bus fees, toll bridge fees, parking fees, or other necessary expenditures. Unusual expenses must be itemized and explained on the Travel Expense Report, with receipts for these expenses attached.

Payments/Expense Reimbursement

Reimbursement for expenses will conform to Travel Expense Report procedures. Advances may be issued for portions of anticipated expenses for meals, lodging, and ground transportation. Registration fees are paid by City check or credit card directly to the company/agency sponsoring the training. Any advanced monies not accounted for on the expense report and not returned to Accounting if not used will be withheld automatically from the employee's paycheck within forty-five (45) days of the employee's return from the trip.

Travel Expense Report

The Travel Expense Report will be completed, with needed receipts attached, approved, and submitted to the Accounting Division within ten (10) days after completion of the trip. It will then be submitted to the City's Finance Department. The City may deny payment for expenses submitted later than forty-five (45) days after the trip.

Travel Including Family Member(s) or Others

With approval of the Chief of Police or his designee, family members or others may travel with the employee. Any expenses incurred by family or others will not be reimbursed.

TRAINING COURSE REQUIREMENTS AND PROCEDURES

Department-Sponsored Training

The Department will sponsor Basic Academy training, advanced In-Service training, team training, and voluntary physical fitness training, according to the following guidelines:

Lesson-Plan Approval

Lesson plans for Department-sponsored training courses will normally be prepared according to the outline provided in this General Order under "Lesson Plan Procedures." Lesson plans will be submitted to the Training Division for review and approval prior to the start of any course of instruction. The Training Division will review the course of instruction to ensure that the training is job-related and in conformance with the Department's standard operating procedures and current training standards and objectives.

Instructor Evaluation and Certification

In addition to approving the lesson plan, the Training Division will evaluate the course instructor. To be certified, an instructor will meet the following requirements:

- Be POST-certified to instruct that course, or possess a State of Nevada Vocational Instructor's Certificate. (Present instructors, who are otherwise qualified, may have this requirement waived.)
- Be able to develop a lesson plan for the course;
- Be able to present the course content in a logical and understandable manner; and
- Be available for a "stand-up" presentation to the class during the first session in order to be evaluated.

Any of the above-listed requirements may be waived based on departmental need.

Applying for Department-Sponsored Trainings

Sworn employees are responsible for signing up for yearly POST-required mandated in-service trainings as directed by the Nevada Administrative Code.

In order to attend additional, non-mandated, department-sponsored trainings, both sworn and professional staff employees must apply, and be approved to attend, based on specific selection criteria.

1. Employees must submit a written memo to their supervisor asking to attend a department-sponsored training. The supervisor will approve the request or send it through the chain of command if required based on the length and cost of the training requested. A memo requesting participation in a department-sponsored training will include:
 - A statement by the employee outlining the need for the training requested, based on the employee's current assignment or a future assignment.
 - An outline of costs associated with the training, including the registration fee for the course, all transportation costs, and cost for accommodations and per diem, if

- applicable.
 - A statement as to the pay-status sought if the training is approved, e.g., regular pay based on attendance during on-duty hours, overtime pay, non-paid voluntary attendance, etc.
2. An Administrative Secretary will notify the employees of the final status of a training request. If approved, the Administrative Secretary will be sure the participant is aware of the date, time, and location of the training, as well as any other information they may need to attend, e.g., special equipment needs, directions to the location, etc. If a training request has not been approved, the reason(s) should be given, in writing, to the requesting employee, by the supervisor denying the request.

Attendance and Reporting Requirements

Employee Responsibilities

1. It is expected that all employees selected for or assigned to attend a departmentally-sponsored training will attend the entire training as scheduled. If for any reason an employee cannot attend a training for which they have been scheduled, they will notify their supervisor and the Training Division to receive an excused absence from the course.
2. If an employee misses a portion of a training session, they must likewise inform their supervisor and the Training Division of the reason for their absence. It will be up to the Training Division and/or the course instructor to determine if the employee can finish the course, depending on how much of the class they have missed.

Course Instructor Responsibilities

1. The course instructor is responsible for taking attendance at a training twice each day of the training, once in the morning, and once after lunch break. All attendance records should be submitted to the Training Division at the conclusion of the training.
2. The course instructor is responsible for giving all completed course tests to the Training Division, and for reporting any students who, whether based on poor attendance, or test results, did not pass the course.

Training Division Responsibilities

1. The Training Division will issue a certificate to each student who has successfully completed a departmentally-sponsored training.
2. The Training Division will report unexcused absences from training to the absent employee's division commander.
3. The Training Division will schedule, if possible, make-up classes for absent students and/or seek remediation for employees who have not successfully completed a training course.

Outside Agency Training

Outside Agency training is training provided by other law enforcement agencies, professional training companies and associations, universities, and other private firms that are accredited or otherwise authorized to teach law enforcement and related courses.

1. When an employee requests permission to attend a training offered by an outside agency, the lesson plan or syllabus for the course offered by the outside agency is subject to review to evaluate its validity.
2. The capability of the instructor(s) providing training from an outside agency may be subject to review to determine the instructor's recognized accreditation, POST certification, or by independent confirmation of credentials included on the instructor's professional resume.

Other Standards for Outside Agency Training

In addition to curriculum and instructor requirements for RPD Training courses, the following additional requirements apply to outside-sponsored training:

1. The course will be POST-certified either by the State of Nevada or any other State POST commission; or
2. The course will be sponsored by a professionally accredited institution/association; or
3. If the course is conducted by a private firm, it will be because said training is not readily available from an accredited/certified outside source, and it will be closely evaluated by the Training Division.

Attendance and Reporting Requirements

An employee approved to attend an outside agency training will be responsible for submitting all necessary travel and expense forms in a timely manner both before and after the training. Upon completion of the training, the employee must produce a valid certificate of successful completion of the training, or a letter from the training institution certifying successful completion. The employee will also provide the Training Division with copies of course materials received at the training.

Educational Training Reimbursement

Pursuant to requirements in the various employee contracts under which RPD employees work, reimbursement for training is provided in varying amounts depending upon the contract. In order to fully understand the context and nature of classes to be attended for whom the employee is seeking reimbursement, the following information will be provided prior to approval of attendance and consequent reimbursement.

1. If the class is part of a degree program, a copy of the catalog requirements for the degree is to be submitted. Electives will be eligible for reimbursement only if they meet degree requirements or are specifically job-related.

2. If the class is a non-degree class, specific information will be provided that explains the relationship of the class to the employee's job.
3. Classes must be from accredited institutions, or be approved by the Chief of Police, prior to attendance.

Providing Training to Outside Agencies

Any requests from an outside agency for RPD personnel to provide training must be routed through the Training Division Lieutenant for approval. The lieutenant or his designee will decide if the training will be provided and designate the instructor(s) for the course. The purpose of this provision is to ensure that the most current course content is given by the best qualified instructors from the department.

This provision does not include regular community presentations or regular joint training which RPD sponsors or co-sponsors.

LESSON PLAN PROCEDURES

Lesson plans for Department training courses will be developed by qualified course instructors administratively assigned as needed. Course instructors will be chosen based on supervisory experience and/or expertise and special skills in the training to be provided.

Course instructors will be responsible for preparing the lesson plan and submitting it through the chain of command for review and recommendations. The lesson plan will then be submitted to the Training Division for their review and approval prior to the date of the first planned course instruction.

The lesson plan will ensure that objectives for a particular course of study are being met, and that the material is being covered completely and in the proper sequence. Lesson plans ensure that a proper method of instruction is being followed, and assist the instructor with staying on track while teaching. If a substitute instructor must be utilized, the approved lesson plan will provide a complete guide for the substitute. Lesson plans also serve as an administrative record of what has been taught, for future reference or if needed for purposes of litigation.

Outline for Lesson Plan

Cover Page

The cover page of the lesson plan should include the following information:

- Course title, which should clearly indicate the subject matter of the course
- Time period needed to complete the course, e.g., 8 hours, 40 hours, etc.
- Instructor information
- Primary method of instruction
- Prerequisites, if any, which must have been completed in order to take this course.
- The date the training was prepared.

Statement of Goals and Objectives

The goal states what the course is designed to accomplish and the expected results from attending the course. The statement of objectives outlines what specific and measurable results may be obtained during the course of instruction. These objectives should be delineated to show exact objectives per each hour of course instruction. (Two to three objectives per hour of instruction are ideal.)

Criterion Test

The criterion test is a performance test designed to assure that the objectives being taught in the course of instruction are being learned and retained by the students. The test should be designed to allow the instructor to directly measure specific objectives being taught in the course of instruction.

Items and Materials

This is a complete list of all items and materials to be used during the course of instruction, *e.g.*, videotapes, binders, pens, flip charts, AV equipment, etc.

Outline of Activities

This is the overall outline for the course of instruction, including the course introduction, the body of the course, and the conclusion.

Bibliography

The bibliography includes all references used to create the lesson plan. In addition to the basic skills and expertise of the instructor in the given area, it should include other sources of information including books and manuals that provide additional information about the course of instruction.

The Training Division has a lesson plan format outline available for help in completing a lesson plan. Training Division supervisors and staff are also available to offer guidance in lesson plan completion if needed.

PROCEDURES FOR CERTIFICATION COURSES

The nature and duration of departmental training courses will vary in accordance with departmental/divisional needs. Requests for issuance of certificates for department training courses will originate from the course instructor and be forwarded to the appropriate commanding officer for review, evaluation, and recommendation to Executive Staff for certification. Recommendations for certification should be based upon the following criteria:

1. Level of Instruction (Basic, Intermediate, or Advanced);
2. Length of Course – Generally, courses consisting of one or two days of instruction should

not be considered for certification unless the training course was of exceptional content.

3. Course content;
4. Qualifications of Instructor;
5. Achievement of students to be certified as determined by the success of students on the criteria test.

The Training Division will make recommendations to Executive Staff on departmental training course certification requests.